



The California State Lands Commission  
Invites Applications for  
**EXECUTIVE OFFICER**  
Exempt Appointment  
Sacramento, California

MONTHLY SALARY: \$12,319

FINAL FILING DATE: November 19, 2010

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN CIVIL SERVANTS.

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

## CALIFORNIA STATE LANDS COMMISSION

Established as an independent agency in 1938, the Commission is composed of three *ex-officio* members, the Lieutenant Governor, State Controller and Director of Finance. The Commission manages over four million acres of state property and over one-half million acres of reserved mineral interests. The Commission is assisted by a staff of more than 200 specialists in mineral resources, petroleum engineering, oil spill and invasive species prevention, land management, legal matters, boundary determination and the natural sciences. A short description of some of the Commission's activities may be found on the Commission's website at

<http://www.slc.ca.gov>.

## DUTIES/RESPONSIBILITIES

As directed by the California State Lands Commission, the Executive Officer is responsible for planning, organizing and directing the functions of the Commission's staff within its several divisions that include: Land Management, Marine Facilities Management, Mineral Resources Management, Environmental Planning and Management, Legal, Administrative and Information Services and Executive. The Executive Officer consults with and advises the Commission and supervises the Division Chiefs on their duties, functions and responsibilities in carrying out the actions and directions of the Commission. The Executive Officer formulates and carries out policies and programs relative to land and resource management and public rights issues, represents the Commission before public, professional and private organizations, determines staffing needs and develops strategies to guide the Commission staff's actions in the Commission's ongoing programs.

## **KNOWLEDGE AND ABILITIES**

Applicants should be able to demonstrate the ability to perform high level administrative and policy development and implementation functions effectively. Such overall ability requires possession of the following specific knowledge and abilities:

- Knowledge of the jurisdiction, responsibilities, organization and functions of the California State Lands Commission and its staff. Knowledge of provisions of laws administered or enforced by the California State Lands Commission.
- Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with the public and representatives of all levels of local, state and federal government, including the State Legislature and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; prepare and analyze legislation; and effectively contribute to the agency's Equal Employment Opportunity objectives.
- Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques in organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the agency's Equal Employment Opportunity Program objectives; and the Executive Officer's role in the Equal Employment Opportunity Program.
- Extensive managerial and program administrative experience, which includes substantial responsibility for a combination of management functions such as program planning; policy formulation; organization, coordination and control of multidisciplinary professional and administrative staff; and fiscal and personnel management. High technical and professional qualifications are also of importance in performing the duties.
- Ability to successfully negotiate settlements in the best interest of the State of California and consistent the Commission's public trust responsibilities.

## **DESIRABLE QUALIFICATIONS**

- Working knowledge of a wide range of subject areas including environmental protection, cultural resources preservation, land use planning and decision making , mineral resource development including oil and gas development, renewable energy projects including geothermal, public trust responsibilities, real estate management and water issues.
- Demonstrated management and administrative leadership skills.
- Demonstrated experience working in a political environment and awareness of consequences of actions.

- Strong written and verbal communications skills, strong negotiating skills, and particularly the ability to represent the Commission effectively – both internally and with the public.
- Experience in evaluating and making recommendations regarding highly sensitive and complex land and resource issues.
- Possession of the personal characteristics of integrity, initiative, dependability, tact, and sound judgment.

## APPLICATION INFORMATION

Hiring interviews may be conducted with the most qualified candidates. The application will be used only to fill the position of **Executive Officer** of the **California State Lands Commission**. Applications will be retained for twelve months.

## FILING INSTRUCTIONS

**To be considered as a part of this process please submit:**

- A completed Standard State Application (Form 678) [www.jobs.ca.gov](http://www.jobs.ca.gov).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the applicant's education, training, experience, and skills demonstrate the possession of the knowledge and abilities, and meet the desirable qualifications for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and **should be typed and no more than two pages in length**.

**Resumes may be submitted, but do not take the place of the Statement of Qualifications.**

**Applications must be received by 5 p.m. on November 19, 2010, at the address below:**

California State Lands Commission  
Personnel Office  
100 Howe Avenue, Suite 100 South  
Sacramento, CA 95825

Questions concerning the application process should be directed to Mary Murray at (916) 574-1876.

***California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922***

**GENERAL INFORMATION:** If you desire to be considered for this position, please submit an application and a Statement of Qualifications. All applications will be submitted to the Commission for review and consideration. The Commission is not bound to consider only those individuals who apply pursuant to this notice. The California State Lands Commission reserves the right to consider or not consider any and all applicants. The Executive Officer is appointed by the Commission and serves at the pleasure of the Commission pursuant to Public Resources Code Section 6103. Surveillance